

Woodstock is one of 535 cities and towns in Georgia and one of seven cities within Cherokee County. We received a City Charter and were incorporated on December 8, 1897 by the Georgia General Assembly. Because we were created by the state legislature, our boundaries, our structure and even our existence can be altered or abolished by the State. Our City Charter is the legislation that allows us to exist and function. It establishes our basic governmental structure, form of government, corporate boundaries, and municipal powers. Our powers include but are not limited to, appropriations and expenditures, contracts, emergencies, environmental protection, nuisance abatement, parks and recreation, planning and zoning, police and fire protection, public works, infrastructure, taxes, water and sewer and public safety.



IF YOU ARE A CITIZEN OF THE CITY OF WOODSTOCK, YOU ARE ALSO A CITIZEN OF CHEROKEE COUNTY, THE STATE OF GEORGIA AND THE UNITED STATES OF AMERICA. YOU ARE THEREFORE GOVERNED BY ALL OF THOSE GOVERNMENT ENTITIES. CITY GOVERNMENT IS THE MOST BASIC FORM OF GOVERNMENT AND DIRECTLY AFFECTS ITS CITIZENRY MORE THAN ANY OTHER.

THE BIGGEST CONFUSION TO CITIZENS IS THAT THEY HAVE A “WOODSTOCK” ADDRESS BUT ARE NOT CONSIDERED “CITY OF WOODSTOCK” RESIDENTS/BUSINESS OWNERS. That is because only a portion of the addresses lie within the “Incorporated” Boundaries of the City. For a map of the City boundaries, visit our City website at <http://www.woodstockga.gov> – Departments – GIS/Mapping Services . Addresses on the East side of I-575 have a 30188 zip code; Addresses on the West side of I-575 have a 30189 zip code.

CHANGES TO CITY CHARTER:

**2010 Census Population: 23,856
8.8 Square Miles**

There are three ways the City’s Charter can be amended:

- 1) Via enactment of legislation by the General Assembly – such as redistricting changes; term limit changes for elected officials, etc.
- 2) Via enactment of legislation by the General Assembly to allow for a referendum election whereby the voters decide on a matter – such as Sunday Sale of Alcohol; Property Tax Exemptions for Senior’s, etc.
- 3) Or by Local Ordinance via the “Municipal Home Rule Act of 1965” – changes to the elected official’s salaries, appointment of Judge/Solicitor; establish departments, etc.

Georgia cities enact resolutions and ordinances to guide their own actions and the actions of those within the City limits.

You will find the “**Land Development Ordinances**” which govern development within the City at: <http://www.woodstockga.gov/index.aspx?nid=446> (Codified in January and July)

You will find our “**City Charter and our Municipal Code of Ordinances**” (that includes the Personnel Policy) at: <http://www.woodstockga.gov/index.aspx?nid=71> (Codified in January and July)

Codified: Means the adopted ordinance has been merged into the Ordinance Book.

UnCodified: Means the adopted ordinance has not yet been merged into the Ordinance Book but is still an active and enforceable ordinance.

The Council has adopted a set of policies known as the “**Council Policy Manual**” that can be found at: <http://www.woodstockga.gov/index.aspx?nid=232>

The Council has adopted an “**Official Fee Schedule**” which can be found at: <http://www.woodstockga.gov/index.aspx?nid=275>

VITAL RECORDS EXPLAINED: (Not all Inclusive)

AUDIT REPORT: Annually, at close of fiscal year end (June 30), an audit is performed by a Certified Public Accountant of all financial transactions of the City and its government entities. The auditor documents his findings in what is called a CAFR (Comprehensive Annual Financial Report) that is submitted to the State Department of Audits for Review/Comments and is posted on our City website and the University of Georgia Carl Vinson Institute website for the public to inspect.

BUDGET: The Mayor and Council annually adopt an operating budget of all funds that determines projects, capital outlay, debt service, expenditures and revenues during a fiscal year (July 1 to June 30). These budgets may be amended as necessary. Budget documents are historical in nature and are therefore permanent records. The budget is posted annually on our City website and the University of Georgia Carl Vinson Institute website for the public to inspect.

DEEDS/EASEMENTS/PLATS: Filed with Cherokee County and kept on permanent record by Cherokee County.

ELECTION RECORDS: Records documenting the final outcome of an election is historical in nature and is therefore a permanent record.

MINUTES: Minutes are the recording of discussion and/or actions that occur during a public meeting and/or a closed meeting. Recording can be audio, visual and written or a combination of all three. Minutes are historical in nature and are therefore permanent records.

ORDINANCE: A municipal legislative enactment that prescribes some permanent rule of government. Per Georgia Law, ordinances must be codified having the full force and effect of the law and must be made available to the public and posted to the internet. Ordinances are historical in nature and are therefore permanent records.

PAYROLL REGISTERS: Records documenting an employee’s pay history is considered historical and useful for retirement purposes and is therefore maintained as a permanent record.

PROCLAMATION: A document declaring a day of significance, recognition of a person, place or thing or to bestow honor on a position, person or action. Proclamations are historical in nature and are therefore permanent records.

RESOLUTION: A municipal legislative enactment that deals with matters of special or temporary character. Resolutions are historical in nature and are therefore permanent records.

SCRAPBOOKS, PHOTOS, BROCHURES, VIDEOS, EVENT CALENDARS, NEWSLETTERS, NEWSPAPER & MAGAZINE ARTICLES: Anything documenting the history of the City or capturing a particular time in its history or of its people is considered historical and is therefore a permanent record.

GOVERNING BODY: LEGISLATIVE BRANCH**Mayor (Donnie Henriques)**

Donnie Henriques was the first to serve as a City Council Member for Ward 6 upon its creation in 1999. He served as a City Council Member from January 2000 through December 2003. Mayor Henriques was elected in 2005 to serve as Mayor. He is currently in his second term which expires December 31, 2013 and is running unopposed for his third term which begins January 1, 2014 through December 31, 2017. Under the Council-Manager form of government, the Mayor serves as the ceremonial head of the City. The Mayor and Council are elected Citywide. The Mayor make vote in the event of a tie.

City Charter: Section 2.17. Duties of Mayor.

The Mayor shall:

- (a) Presides at all meetings of the City Council;
- (b) Be the official head of the City for the service of process and for ceremonial purposes;
- (c) Have power to administer oaths and to take affidavits; and
- (d) Sign all written contracts entered into by the Council on behalf of the City and all other contracts and instruments executed by the City which by law are required to be in writing.

City Charter: Section 2.17A. Mayor's veto power.

- (a) Every ordinance adopted by the City Council shall be presented promptly by the Council to the Mayor.
- (b) The Mayor shall have the right to veto any ordinance that was approved by the Council by the affirmative vote of three members and the negative vote of zero members or the affirmative vote of three members and the negative vote of one member, unless all Council members were present at the meeting at which said ordinance was approved.
- (c) The Mayor, within ten calendar days of receipt of an ordinance subject to a veto, shall return it to the Council with or without the Mayor's approval. If the ordinance has been approved by the Mayor, it shall become law upon its return to the Council. If the ordinance is neither approved or disapproved, it shall become law at 12:00 Noon on the tenth calendar day after its adoption. If the ordinance is disapproved, the Mayor shall submit to the City Council a written statement of the Mayor's reasons for the veto. The Council shall record upon the ordinance the date of its delivery to and receipt from the Mayor.
- (d) Ordinances vetoed by the Mayor shall be considered by the Council at its next meeting and, should the City Council then or at its next general meeting adopt the ordinance by the affirmative vote of at least three members, it shall become law and shall not be subject to any further veto by the Mayor.

LEGISLATIVE BRANCH CONTINUED: City Council**Ward 1****Ward 2****Ward 3****Ward 4****Ward 5****Ward 6****Warren Johnson****Chris Casdia****Bob Mueller****Liz Baxter****Bud Leonard****Tessa Basford**

We have six Council Members who are broken down into Wards 1-6. Although they qualify to run by the ward they live in, they are elected at-large. The City Council approves ordinances, resolutions, contracts, policies, award of bids, fee schedules, etc. via simple majority vote. The only exception is a vote concerning eminent domain which has to be by vote of five of the six Council Members. Eminent domain pertains to the taking of personal property for the greater good – such as declaring a taking of a portion of someone's yard so that a road could be widened.

City Charter: Section 2.15. General Power and Authority of the Council.

- (a) Except as otherwise provided by law or by this charter, the Council shall be vested with all the powers of government of the City of Woodstock, as provided by Article 1.
- (b) In addition to all other powers conferred upon it by law, the Council shall have the authority to adopt and provide for the execution of such ordinances, resolutions, rules and regulations not inconsistent with this charter, the Constitution and the laws of the State of Georgia which it shall deem necessary, expedient or helpful for the peace, good order, protection of life and property, health, welfare, sanitation, comfort, convenience, prosperity or well-being of the inhabitants of the City of Woodstock and may enforce such ordinances by imposing penalties for violation thereof.
- (c) The Council may by ordinance create, change, alter, abolish or consolidate officers, agencies and departments of the City and may assign additional functions to any of the offices, agencies and departments expressly provided for by this charter.

The Mayor and Council hold Regular Meetings on the 2nd and 4th Monday of the Month and a Work Session on the 3rd Monday of the Month. All meetings begin at 7 pm and are held at The Chambers at City Center – 8534 Main Street in Downtown Woodstock.

A calendar is published by the City Clerk's office in December of each year for the following year. You can also view the City's website for a full year's meeting schedule.

To View Agenda's, Minutes, Video of Meetings: <http://www.woodstockga.iqm2.com>

COUNCIL APPOINTED COMMITTEES

Downtown Development Authority and Convention & Visitors Bureau
 Ethics Board
 Parks and Recreation Advisory Board
 Planning Commission

GOVERNING BODY: EXECUTIVE BRANCH

Jeffrey S. Moon, City Manager
770 592-6001 jmoon@woodstockga.gov



Rhonda Smith, Executive Assistant
770 592-6001 rsmith@woodstockga.gov

The Council-Manager form of government was first advocated in the early 1900s by reformers who envisioned a more businesslike approach to municipal government. Thus, the structure of a municipality operating under the Council-Manager form of government is similar to that of a corporation. For example, the municipality's citizens are treated as shareholders who elect a City Council to serve as their board of directors. The City Council sets the City's policies and hires a professional manager to implement them. The City Manager is hired and appointed by the Council on the basis of experience and qualifications and serves at the pleasure of the City Council.

Jeff became the City of Woodstock's City Manager in April 2008. He came to us from the City of Orange Beach, Alabama where he served as City Administrator from 2001 to 2008. He has a M.S. Degree in Economic Development from the University of Southern Mississippi, a B.S. Degree in Social Science Education from Troy University and an Associate of Arts Degree from Enterprise-Ozark Community College. He has over 25 years of experience with City Government.. His background and passion is with Economic Development and Recreation. Jeff has a love for his community and the citizens he serves that is evident in his extensive civic involvement.

The City Manager is charged with overseeing the day to day operations of the City. His responsibilities include:

- Preparing and Submitting Woodstock's Annual Operating Budget
- Keeping the Council Apprised of the City's Financial and Operational Status
- Submitting Reports and Recommendations to the City Council
- Ensuring all City Ordinances, Policies and Resolutions are Implemented and Enforced
- Hiring Department Directors



Eldon Basham, City Attorney
Moore, Ingram, Johnson & Steele
770 429-1499 ebasham@mij.com



Rhonda Pezzello, City Clerk
770 592-6002 or 770 362-8857
rpezzello@woodstockga.gov

Both the City Attorney and City Clerk are appointed by the City Council and serve at the pleasure of the City Council. The City Attorney is not a City employee. His major responsibilities are representing the City in legal matters pertaining to personnel, litigation, real estate, etc. He reviews contracts, ordinances and legislation for the City. Employees should go through their Department Director if they have a question for the City Attorney.

The City Clerk serves under the direct supervision of the City Manager and is responsible for Records Management, Vital Records, Open Records Requests, Elections, Council Agenda's & Minutes, City's Website, City's Facebook Page, and Citizen/Employee Newsletters.

GOVERNING BODY: JUDICIAL BRANCH**Woodstock Municipal Court****City Charter: Section 4.10. Municipal Court; Creation.**

There is hereby established a court to be known as the Municipal Court of the City of Woodstock which shall have jurisdiction and authority to try offenses against the laws and ordinances of said City and to punish for a violation of the same. Such court shall have the power and authority to enforce its judgments by the imposition of such penalties as may be provided by law; to punish witnesses for nonattendance and to punish also any person who may counsel or advise, aid, encourage or persuade another whose testimony is desired or material in any proceeding before said court to go or move beyond the reach of the process of the court; to try all offenses within the territorial limits of the City constituting traffic cases which, under the laws of Georgia, are placed within the jurisdiction of municipal or police courts to the extent of and in accordance with the provisions of such laws and all laws subsequently enacted amendatory thereof. Said court shall be presided over by the judge of said court. In the absence or disqualification of the judge, the judge pro tem shall preside and shall exercise the same powers and duties as the judge when so acting.

**Municipal Court Judge, Stephen Yaklin****770 592-6030****Amanda Harris, Police/Court Records Manager****770 592-6030** aharris@woodstockga.gov**Mary McFetridge, Clerk of Court****770 592-6025** mmcfetridge@woodstockga.gov

MUNICIPAL COURT IS HELD ON TUESDAY'S AND THURSDAY'S AT THE WOODSTOCK ANNEX – COURT CHAMBERS – 12453 HIGHWAY 92, WOODSTOCK, GA 30188.

THE WOODSTOCK FEE SCHEDULE LISTS ALL MUNICIPAL COURT FINES

<http://www.woodstockga.gov/index.aspx?nid=275>

QUESTIONS ABOUT THE MUNICIPAL COURT SCHEDULE, PROCEDURES, SOLICITORS ETC. CAN BE FOUND ON THEIR WEBSITE AT: <http://www.woodstockga.gov/index.aspx?nid=86>

POLICE AND COURT RECORDS DIVISION

- Maintain/Distribute Incident and Accident Reports
- Accept Payment for Court Fines
- GCIC Terminal
- Set Court Calendar/Docket
- Open Records Requests for Police/Court



WOODSTOCK DEPARTMENTS



Community Development
Jessica Guinn, Director
 770 592-6050 or x-1600
jguinn@woodstockga.gov
 12453 Highway 92

Responsibilities/Management Team

Venis Ponce, Administrative Coordinator
vponce@woodstockga.gov 770 592-6050

Duane Helton, Building Official
 770 592-6036 or x-1500
dhelton@woodstockga.gov

- Building Inspections/Permitting
- Sign Permits

Keith Kenney or Paul Brown
Code Enforcement Officers
 x-1507 or 1506
kkenney@woodstockga.gov
pbrown@woodstockga.gov

- Code Enforcement

Mark Hudgins, Development Services
Supervisor mhudgins@woodstockga.gov
 770 592-6036 or x-1503

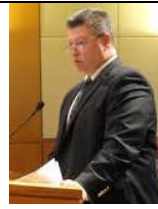
- Alcohol & Occupation Tax Licensing
- Special Event Permitting
- Commercial Garbage License
- Itinerant/Solicitor Permits
- Plats/Bonds

Katie Coulborn, Long Range Planner
And Patti Hart, Current Planner
 770 592-6050 or x-1601 or 1602
kcoulborn@woodstockga.gov
pdhart@woodstockga.gov

- Long Range Planning
- Zoning, Annexations, Variances
- Planning Commission

Emily Norton, GIS Supervisor
 x-1603 enorton@woodstockga.gov

- GIS/Mapping
 (boundaries, sidewalks, transportation plan, ward districts, zoning, w/s lines, City streets, police zones, etc.)



Finance
Robert Porche, CFO
 770 592-6003 or
 770 592-6000 x1200
rporche@woodstockga.gov

12453 Highway 92

Responsibilities/Management Team

Entire Finance Team
finance@woodstockga.gov
 770 592-6051 or 770 592-6003

Gena Kelley, Finance Manager
gkelley@woodstockga.gov
 x-1201

Crystal Welch, Purchasing Manager
clwelch@woodstockga.gov
 x-1203

- Property Tax Billing/Collections
- Managing the City's Investments and Cash Accounts & General Ledger
- Preparing Financial Statements
- Purchasing and Accounts Payable
- Payroll
- Employee Retirement and Benefits
- Audits and Budget Control
- Petty Cash/Cash Receipts
- Coordination of Bids/RFP's
- E-Verify/Save for Vendors

EMPLOYEE FORMS AVAILABLE ON Z:\Forms and on the ADP Web Portal

Regular Employees and Supervisors will find payroll forms, human resource forms, travel and training forms, finance forms and blank letterhead in this folder. Mileage rate varies yearly based on IRS mileage rate.

NEW RESIDENTS TO FILE THEIR HOMESTEAD/SENIOR EXEMPTIONS WITH CHEROKEE COUNTY BETWEEN JANUARY 1 AND APRIL 1. TAX ASSESSMENTS ARE HANDLED BY THE CHEROKEE COUNTY TAX ASSESSOR. WWW.CHEROKEEGA.COM 678 493-6000



Fire Department
Dave Soumas, Fire Chief
 770 926-2302 or x-1840
dsoumas@woodstockga.gov
 Office Located at Station 14



Fire Station 14
 225 Arnold Mill Road, Woodstock, GA 30188
 770 926-2302



Fire Station 10
 105 Wigley Road, Woodstock, GA 30188
 770 926-2995

WE ARE VERY PROUD OF OUR I.S.O. RATING

What is ISO? The *Insurance Services Office, INC* objectively reviews those features of available public fire protection that have a significant influence on minimizing damage once a fire has occurred. (fire alarm, water supply, and fire department). The ISO has a Scale that rates a Fire Department from 1 to 10, with 1 being best and 10 being the least desirable.

What is the City of Woodstock Fire Departments rating? The Fire Department achieved an ISO rating of 3 in 1993 and we have been able to maintain our ISO rating of 3.

Responsibilities/Management Team

Jimmy Eley, Assistant Chief/ Fire Marshal
 770 592-6000 x-1841 jeley@woodstockga.gov

Faye Doss, Administrative Coordinator
 770-926-2302 / 770-592-6000 ext. 1843
fdoss@woodstockga.gov

Lt. Bobby Stilson, Inspections
 770-592-6000 ext. 1842
bstilson@woodstockga.gov

Sgt. George Williams, Fire Safety Education
 770-592-6000 ext. 1845
gwilliams@woodstockga.gov

SHIFT A: Fire Captain, Jeff Hughes
jhughes@woodstockga.gov

SHIFT B: Fire Captain, Jackie Byers
jbyers@woodstockga.gov

SHIFT C: Fire Captain, Jimmy Williamson
jwilliamson@woodstockga.gov

FIRST AID/MEDICAL ASSISTANCE IS AVAILABLE AT THE FIRE DEPARTMENT FOR EMPLOYEES FOR NON LIFE THREATENING SITUATIONS SUCH AS CUTS, SCRAPES, BLOOD PRESSURE CHECKS, BLOOD SUGAR CHECKS, NON-ANAPHALACTIC STINGS OR BUG BITES.

**IF YOU OR SOMEONE YOU SEE HAS A LIFE
THREATENING EMERGENCY – DIAL 911!**

Fire Services Offered:

- Fire Suppression
- Fire Prevention and Safety
- Community Outreach/Education
- Station Tours
- Emergency Medical Response
- Safekid/Car Seat Inspections
- Fire Plan Review and Inspections

**STATEWIDE OUTDOOR BURN BAN IN
EFFECT FROM MAY 30 THROUGH
OCTOBER 1. www.gfc.state.ga.us/online-permits/index.cfm**



Human Resources
H.R. Director, Tracie Barnes
 770 592-6007 or x-1300
tbarnes@woodstockga.gov

Mindy Nobis, HR Generalist
 x-1301 mnobis@woodstockga.gov

Responsibilities:

- Compensation & Classification
- Employee Development/Relations
- Employment Services
- Risk Management/Safety Committee
- Personnel Files
- Worker's Compensation
- ADP Web Portal Administrator
- Family Medical Leave Act

ADP WEB PORTAL:

<https://www.portal.adp.com>

Administrator: tbarnes@woodstockga.gov

770 592-6007 or x-1300

- E-Time/Payroll Information
- Employee Forms/Policies/Ordinances
- Benefits Information/Beneficiaries
- Changes to Employee Information or Taxes
- Access to Employee Moosletter
- Staff Directory with Photos

WOODSTOCK PERSONNEL POLICY

Located in the Municipal Code of Ordinances – Chapter 70.

<http://library.municode.com/index.aspx?clientId=13717>

To find this webpage go to City website – <http://www.woodstockga.gov> – Government – Municipal Code of Ordinances – Municode Link – Chapter 70.

COUNCIL POLICY MANUAL

500 Human Resources & Personnel

[500-0001 Travel While On City Business](#)

[500-0002 Safety Policy](#)

[500-0003 Volunteer Policy](#)

[500-0004 Personnel Actions and Performance Evaluations](#)

DON'T FORGET TO REMEMBER....

- ✓ Those of you with supervisory responsibilities, please be conscientious about conducting your employee's performance evaluations in a timely manner.
- ✓ Employees with qualifying events such as marriage, divorce, death, birth, adoption or loss of coverage that may affect your benefits, HAVE 31 DAYS to report the change online at <https://portal.adp.com> and file sufficient documentation via e-mail to Human Resources. Other changes in demographics such as address and beneficiaries should also be reported online at <https://portal.adp.com> as soon as possible.
- ✓ ICMA-RC is the plan administrator for your deferred comp account. If you have any questions about your 457(b) account, please contact our representative Randy Briskin at rbriskin@icmarc.org or 1-866-630-3042. www.icmarc.org. You contribute 3% per pay period and the City will match it with 5%!
- ✓ Employees should report accidents, safety hazards, concerns and injuries to their supervisor immediately! Injuries and accidents require a first report of injury form be completed and turned into HR. Damage to City equipment must also be reported immediately to your supervisor whether an injury occurred or not. *The first three letters in workplace safety is YOU!*
- ✓ ARGUS Benefits: 888 527-2695 or Fax: 678 623-3093
mybenefits@argusbenefits.com
- ✓ Interested in Direct Deposit or in changing your tax deductions? Please contact Gena Kelley at 770 592-6000 x1201.
- ✓ BENNY CARD (FSA) WEBSITE:
<http://www.mybenny.com>



Information Technology
James Moore, IT Director
x-1400
jmoore@woodstockga.gov

Velda Babiak, Systems Administrator
x-1401 vbabiak@woodstockga.gov

HELPDESK

770 592-6033 helpdesk@woodstockga.gov
(For emergency or time sensitive requests – use phone not email to insure a more timely response) If after hours, use after hours option.

PUBLIC STUFF – Connect Woodstock
Download Free App or Visit City Website
Administrator: IT Department

<http://www.publicstuff.com>

The City of Woodstock is pleased to launch “Connect Woodstock”, the official civic engagement tool allowing residents to stay in touch with the City. Through this new, easy-to-use service residents have access to important City information, can submit service requests and report issues, and can track their requests online and via their mobile phones.

RADAR (Employee Email Archiving System)
<https://radar.reflexion.net/>

Administrator: IT Department
For User Name/Password Contact HelpDesk

REFLEXION

(Employee Email Management/Junk Mail)

<https://asp.reflexion.net/>

Administrator: IT Department
For User Name/Password Contact HelpDesk

CITY OF WOODSTOCK WEBSITE VIA CIVIC PLUS

<http://www.woodstockga.gov/admin>

Website Administrator: Rhonda Pezzello
rpezzello@woodstockga.gov
770 592-6002

REMOTE VOICE MAIL ACCESS:

770 592-6059 or x-6059
Enter extension #- then passcode #

ENERGOV

Administrator: Mark Hudgins
mhudgins@woodstockga.gov
x-1515

CSI

Administrator: Gena Kelley
gkelley@woodstockga.gov
x-1201

COURTWARE

Administrator: Amanda Harris
aharris@woodstockga.gov
770 592-6030

LASERFICHE

Administrator: Rhonda Pezzello
rpezzello@woodstockga.gov
770 592-6002

IQM2/MINUTE TRAQ

Administrator: Rhonda Pezzello
rpezzello@woodstockga.gov
770 592-6002

GIS/MAPPING SOFTWARE

Administrator: Emily Norton
enorton@woodstockga.gov
x-1603

VISIT IT'S INFORMATIONAL WEB
PORTAL

<http://www.woodstockga.gov/it>

CONTACT HELP DESK TO REPORT:

- Broken, Lost, Stolen Cell Phone
- Problems with Computer Hardware/Software
- Problems with Connectivity
- Broken, Lost, Stolen ID Badge
- Computer Support Needed for Training/Presentations
- Purchase of Hardware/Software



Parks and Recreation
Preston Pooser, Director
 770 517-6788 or x-1950
ppooser@woodstockga.gov
 105 East Main Street,
 Woodstock, GA 30188



www.woodstockparksandrec.com

Heather Gaddis, Administrative Coordinator
hgaddis@woodstockga.gov
 770 517-6788 or x-1951
 105 East Main Street, Woodstock, GA 30188

Marybeth Stockdale, Special Events Coordinator
mstockdale@woodstockga.gov
 770 517-6788 or x-1952
 Magnolia Hall
 108 Arnold Mill Road, Woodstock, GA 30188

Jeff Ryan, Parks Maintenance Coordinator
jryan@woodstockga.gov
 770 517-6788
 228 Arnold Mill Road, Woodstock, GA 30188

Janet Masey, Senior Center Coordinator
jmasey@woodstockga.gov
 770 592-6000 x-1902 or 678 445-6518
 William G. Long Senior Center
 223 Arnold Mill Road, Woodstock, GA 30188

List of Facilities/Parks

The Park at City Center

- Located at 101 East Main Street in Downtown.
- Includes a Gazebo, Benches, Beautiful Landscaping, Fountain and War Memorial.
- Home to the Woodstock Summer Concert Series and Special Events
- Future Site of the Amphitheater



Dupree Park

- 25 Acres located on Neese Road
- Greenspace and Playground
- Walking Trails
- 2 Pavilions
- 4 Tennis Courts/2 Basketball Courts
- Pond and Fishing
- Restrooms

Dobbs Road Park

- Located off Main Street, just east of Chattahoochee Technical College
- ¼ Mile Walking Trail
- Park Benches
- Community Garden

Springfield Park

- Located just north of Highway 92 on Springfield Drive
- Picnic Tables/benches
- Small Blayground
- Future Trail Head Site that will Someday Allow Connectivity to Arnold Mill Road

Olde Rope Mill Park

- Located at the End of Rope Mill Road.
- Park Benches, Picnic Tables, Park Pavilion with Grill, Fireplace and a Scenic Overlook/ Fishing platform.
- The park is home to the Taylor Randahl Memorial Mountain Bike Trail that has 14 miles of connecting trails that twist through nearly 100 acres of public park land.
- Multi-Use Trails
- A pedestrian/ bike bridge connects the south side of Little River to the north side where you can see the remnants of an 1800's Rope Mill.

Woofstock Dog Park

- Located at 150 Dupree Road.
- Two Fenced in Areas for Large and Small Breed Dogs.
- Shade and Watering Holes for Your Pets
- Bathrooms
- Trail Head Connecting to Noonday Creek Trail.

PARKS AND RECREATION

Rental Facility Information is Available
Online – www.woodstockparksandrec.com

Magnolia Hall

108 Arnold Mill Road

Woodstock, GA 30188 770 517-6788



- Weddings, Receptions, Business Meetings
- Catering Available Through Magnolia Thomas Restaurant
- Outdoor Pavilion
- Kitchen/Bar Area

**The Chambers at City Center**

8534 Main Street
Woodstock, GA
30188

770 517-6788

- Weddings, Business Meetings
- 100 year old facility
- Home of the Woodstock City Council and Planning Commission Meetings
- No kitchen facilities available
- Remodeled in 2009 – Named After Our First Female Mayor – Evelyn Whitmire Chambers

WOODSTOCK SUMMER CONCERT SERIES

Typically May through September

www.woodstockconcertseries.com

The Park at City Center

2014 Lineup to be Announced

Mother's Finest 2012 Concert**SPECIAL EVENTS**

See City Website for More Details.

January: Bring One for the Chipper; Cherokee Bridal Expo.

February: Arbor Day, Black History Month.

March: Greenprints Alliance StreetFest; Annual Mountain Biking Summit.

April: Greenstock & Earth Day featuring E-Recycling; White Goods Pickup Week with Waste Management; Community Wide Yard Sales; Citizens Police Academy.

May: Woodstock Summer Concert Series Begins; Peace Officer's Memorial & Memorial Day Event.

June: 97.1 The River's Wing & Rock Fest; Summer Concert in the Park.

July: Independence Day Parade/Festival; Fireworks; Summer Concert in the Park.

August: Summer Concert in the Park; Woodstock's Police Night Out.

September: Brown Bag Concerts; Summer Concert in the Park (Final); 9-11 Day of Remembrance.

October: Police Charity Motorcycle Ride; Rivers Alive Cleanup; Halloween Kidsfest on October 31st.

November: Woodstock Art & Wine Festival; Veterans Day Ceremony.

December: Christmas Parade/Jubilee (1st Sat. in Dec.); Woodstock Police Shop with a Hero.

WILLIAM G. LONG SENIOR CENTER
223 Arnold Mill Road
Woodstock, GA 30188
678 445-6518

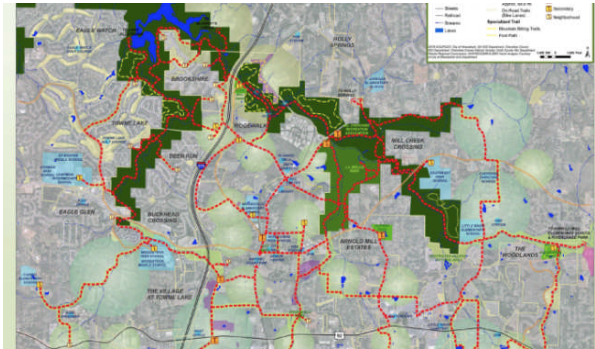
City Residents: \$15/year
Non-City Residents: \$20/year

Janet Masey, Senior Center Coordinator
jmasey@woodstockga.gov

Senior Center Hours: Mon-Fri 9 am to 4 pm

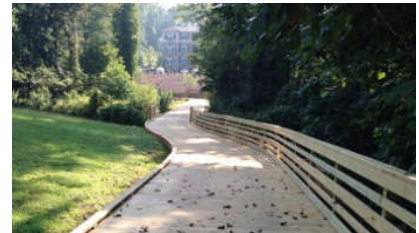
Office Hours: Mon-Fri 8 am to 5 pm

- Active Adults 55 and Over
- Out of State Trips
- Local Trips to Theaters, Festivals, Shopping, Movies, etc.
- Seminars
- Mahjong , Billiards, Arts & Crafts
- Dancing and Wood Carving
- Outdoor Pavilion



Greenprints Alliance's story begins in 2007. Through the vision of the Mayor and the City Council, a park master plan was commissioned by the City of Woodstock. Through a citizen-based planning process, Ecos Environmental Design produced the award winning Greenprints Project Master Plan. The focus on this plan was to use the miles of riparian and natural corridors in our area to lay out a 60+ mile network of multi-

use trails connecting present and future greenspaces and providing a different mode of travel within our City.



WWW.GREENPRINTSALLIANCE.ORG

ECONOMIC DEVELOPMENT

**Downtown Development Authority
Convention & Visitors Bureau**



Brian Stockton, Director
8632 Main Street, Ste 160
Woodstock, GA 30188
770 592-6056 or x-2200
bstockton@woodstockga.gov

**Kyle Bennett, Tourism
Manager**

Woodstock Visitors

Center/Dean's Store

Main Street, Woodstock, GA 30188

kbennett@woodstockga.gov 770 924-0406

Mitzi Saxon, Administrative Coordinator

8632 Main Street, Woodstock, GA 30188

msaxon@woodstockga.gov

770 592-6056 or x-2250



8858

Responsibilities:

- Downtown Development Authority
- Convention & Visitors Bureau
- Main Street Program
- Woodstock Visitors Center
- Ribbon Cuttings
- Works with Elm Street Board, Downtown Business Association, and other Entities to Promote Growth and Tourism in Woodstock
- Friday Nite Live (Downtown)
- Woodstock Farmers Market
- Small Business Workshops
- Façade Program
- Morning Buzz Meetings

***DOWNTOWN FRIDAY NITE LIVE
EVENTS HELD EVERY FIRST FRIDAY
OF THE MONTH FROM MARCH TO
DECEMBER FROM 6 PM TO 9 PM.***

MAIN STREET

The Main Street Woodstock program began as a dream of the Downtown Development Authority in 2009. Downtown

Woodstock had been hit hard by the economic downturn. By 2009, Woodstock had over 50 acres of development in foreclosure, vacant retail spaces and uninhabited residential units. Determined, the community decided Woodstock could not fail. The DDA convinced City Council to increase the tax rate on lodging from six to eight percent to fund the Main Street Program and help the City recover.

A committee of business leaders and residents was formed and Main Street set out to heal Woodstock. An initial town hall meeting to save downtown saw over 100 participants. The group created committees and started to create a revised vision for the City. By April 2010, the City had been officially designated as a Main Street Community by the Georgia Department of Community Affairs and the National Trust for Historic Preservation. The Main Street Woodstock program gained a 501(c)(6) nonprofit status from the IRS and became a full-fledged membership program. Grounded in the National Main Street 4 Point Approach, the program's volunteers focused their efforts on Design, Organization, Promotions and Economic Restructuring. Committees and Board Members established programs and opportunities that proved Woodstock was committed to recovery, growth and resiliency.

Our Main Street Organization is nationally accredited and offers many opportunities for members.

www.whatsupwoodstock.com

www.mainstreetwoodstock.com

***Downtown Dollars Available at Dean's Store
Give as Gifts!***





Woodstock Police Department
Calvin Moss, Police Chief
770 592-6012
cmoss@woodstockga.gov

Bart Gieseey, Assistant Police Chief
bgieseey@woodstockga.gov x-1101

Brittany Duncan
Public Information Officer
and Admin Coordinator
bduncan@woodstockga.gov
770 592-6012 or x-1147



FIELD OPERATIONS DIVISION

The Field Operations Division is comprised of Uniform Patrol Services, Criminal Investigations, Specialized Units and Special Operations. All the units within the division are dedicated to the day to day protection of our citizens and visitors.



Captain Kevin Culpepper
Field Operations Commander
P) 770-592-6000 ext. 1137
kculpepper@woodstockga.gov



CRIMINAL INVESTIGATIONS UNIT

The Criminal Investigations Unit is responsible for investigating open and unsolved crimes against persons and property.

Lieutenant Mark Hand
Criminal Investigations Commander
P) 770-592-6019
mhand@woodstockga.gov

Sergeant John Steelman
Criminal Investigations Supervisor
P) 770-592-6000 ext. 1143
jsteelman@woodstockga.gov



Investigative Unit

Currently composed of six detectives, the primary responsibility of the unit is to investigate open and unsolved crimes against persons and property. Cases can include: - Burglaries - Child abuse - Child exploitation - Domestic violence - Forgery - Homicides - Robberies - Sexual assaults.

Crime Suppression Unit

The purpose of the Crime Suppression Unit is to provide the department with the ability to quickly address emerging crime trends and problem areas. The unit allows the department to direct resources to a specific problem area within the City without having to divert patrol officers from their normal duties. The objective of the unit is to deter crime from occurring through highly proactive enforcement and through directed enforcement following problem oriented policing strategies.

The Crime Suppression Unit consists of personnel from all areas of Field Operations working under the supervision of the Criminal Investigations Unit. The unit utilizes marked and unmarked patrol vehicles or foot patrol depending on the specific problem they are addressing.

Emergency: 911
Cherokee Co. 911 Non- Emergency Dispatch: 678-493-4080

Anonymous Tip Line: 770 592-6021
Woodstock Court/Records: 770 592-6030

SPECIAL OPERATIONS

Special Operations is comprised of several specialized units to include the Auxiliary Unit, Canine Unit, Explorer Unit, Motorcycle Unit, Neighborhood Services Unit, Reserve Unit, and Traffic Enforcement Unit.

Lieutenant Troy Brazie

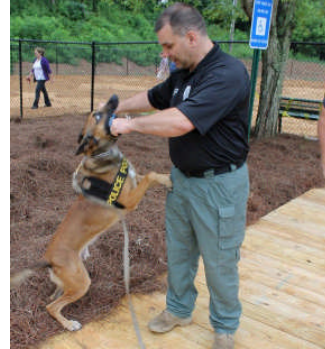
Special Operations Commander

P) 770-592-6000 ext. 1108 tbrazie@woodstockga.gov

Sergeant B. "Shane" Collie (Seen here with Partner K-9 Mann)

Special Operations Supervisor

P) 770-592-6000 ext. 1133 bcollie@woodstockga.gov



Canine Unit

Currently composed of four canines and officers, the Canine Unit provides a specialized response to incidents where the deployment of a highly trained police dog is needed. The Canine Unit is used for the detection and apprehension of criminals, detection of narcotics, searches for lost children, explosives detection, and any other duties to support the community.

Motorcycle Unit

Currently composed of two motor units, the unit also has the primary responsibility of enforcing the traffic laws within the City of Woodstock. This unit focuses on motor vehicle speed enforcement, accident investigation and reduction, DUI enforcement, and traffic safety programs.

Neighborhood Services Unit

The Neighborhood Services Unit works with homeowner, civic, and business associations on issues that are specific to their area or industry. The unit works closely with the community to offer educational opportunities for the children of Woodstock (gang resistance education, bicycle safety, and "Stranger Danger" presentations) while also offering a range of adult oriented opportunities (Citizens' Public Safety Academy). The unit also oversees the Explorer Unit and Auxiliary Unit.

Auxiliary Unit

The Auxiliary Unit is a program which provides support and resources the Woodstock Police Department through community members who wish to volunteer their time and skills with the Woodstock Police Department.

Explorer Unit

The Explorer Program is an official program of the Woodstock Police Department, designed by the Boy Scouts of America / Learning For Life to show young men and women what a career in law enforcement is about.

Traffic Enforcement Unit

The Traffic Enforcement Unit has the primary responsibility of enforcing the traffic laws within the City of Woodstock. This unit focuses on motor vehicle speed enforcement, accident investigation and reduction, DUI enforcement, and traffic safety programs. This unit regularly conducts Safety Checkpoints throughout the City to ensure the safety of our motoring public through DUI reduction and safety belt surveys. The unit is very active with the Governor's Office of Highway Safety campaigns.

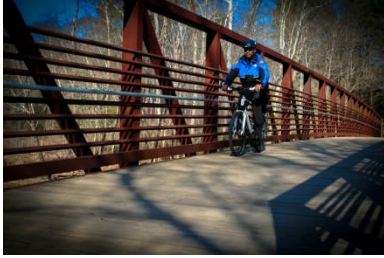
Reserve Unit

The Reserve Unit allows certified police officers the ability to donate their time for City events throughout the year. Reserve Officers are non-paid, sworn officers with arrest powers.

Metropolitan Atlanta High Intensity Drug Trafficking Area (HIDTA) Task Force

The Metro Atlanta HIDTA Task Force is a multi-agency group which focuses on disrupting and dismantling drug trafficking and money laundering operations. The City of Woodstock Police Department presently holds a position on the team which conducts investigations in Cherokee County and throughout the southeastern United States.

SPECIAL UNITS



The Special Units section is comprised of several units who perform specific functions.

Bicycle Patrol

The City of Woodstock Police Department utilizes specially trained officers to perform bicycle patrols to promote the community policing philosophy and frequent officer-citizen contact. Bike patrols are also frequently used to patrol the City's array of trails, responding where motor vehicles cannot.

Cherokee Multi-Agency Crisis Negotiation Team

This team is a part-time multi-jurisdictional team comprised of officers throughout agencies in Cherokee County. The City of Woodstock Police Department currently holds four positions on the team.

Cherokee Multi-Agency Narcotics Squad (CMANS)

CMANS is a full-time multi-jurisdictional task force comprised of officers throughout agencies in Cherokee County who work undercover narcotics operations. The City of Woodstock Police Department actively participates with this program to alleviate not only the narcotics within the City but abroad to ensure the safety of our citizens.

Cherokee Multi-Agency SWAT Team

This team is a part-time multi-jurisdictional team comprised of officers throughout agencies in Cherokee County. The City of Woodstock Police Department currently holds four positions on the team.

Honor Guard

This team represents the City of Woodstock Police Department at official functions or when the ceremonial display of colors is required.



UNIFORM PATROL SERVICES

Uniform Patrol Services performs general duty police work in the patrolling of assigned areas, protecting the public and enforcing the laws through arrest or other appropriate means.

Day Watch

5:45am - 6:00pm

Lieutenant Matt O'Keefe

Day Watch Commander
P) 770-592-6000 ext. 1107
mokeefe@woodstockga.gov

Sergeant Paul Gentile

Alpha Shift Supervisor
P) 770-592-6000 ext. 1110
pgentile@woodstockga.gov

Sergeant Walter Franco

Bravo Shift Supervisor
P) 770-592-6000 ext. 1127
wfranco@woodstockga.gov

Night Watch

5:45pm - 6:00am

Lieutenant Robert Kline

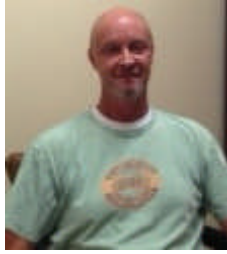
Night Watch Commander
P) 770-592-6000 ext. 1104
rkline@woodstockga.gov

Sergeant Mike deCocq

Charlie Shift Supervisor
P) 770-592-6000 ext. 1129
mdecocq@woodstockga.gov

Sergeant Randy Milligan

Delta Shift Supervisor
P) 770-592-6000 ext. 1119
rmilligan@woodstockga.gov



Public Works Department

Patrick Flood, Director
pflood@woodstockga.gov
 770 592-6038 or x-1700

Wendy Brasfield, Administrative Coordinator
wbrasfield@woodstockga.gov
 770 592-6038 or x-1701

Responsibilities/Management Team

Building & Grounds Maintenance
**Dan Schuchman, B&G Maintenance
Coordinator**
dschuchman@woodstockga.gov
 770 592-6000 x-1505

- Janitorial Services

For Building Maintenance Requests
 770 592-6033 – Option 5
helpdesk@woodstockga.gov

Capital Projects Management
Vacant, Capital Projects Manager
 770 592-6000 x-1703
Woodstock Annex – 12453 Highway 92

- Coordinates City/GA DOT Projects
- Oversees Capital Projects
- Maintains Public Works Website

Engineering

Environmental Management
Kelen Shostak, Environmental Manager
kshostak@woodstockga.gov
 770 592-6000 x-1702

Woodstock Annex – 12453 Highway 92

- Stormwater Permitting/Compliance
- Environmental Education
- Stormwater & Soil Erosion & Sedimentation Plan Review
- Ordinance Review/Maintenance
- Earth Day Celebration, Rivers Alive and Other Community Projects
- Maintains Environmental Website



Stormwater
Jeremy Parker, Stormwater Oper. Manager
jparker@woodstockga.gov
 770 592-6000 x-1710

210 Bell Place, Woodstock, GA 30188

- Stormwater Projects Manager
- Stormwater/Drainage Maintenance and Repairs
- Inspection of Roadways, Curbs and Construction Projects
- Detention Pond Maintenance/Inspections

Streets

Chris Knock, Streets Supervisor
cknock@woodstockga.gov
 770 926-7616 or 770 592-6000 x-1706
210 Bell Place, Woodstock, GA 30188

- Streets Maintenance/Repairs
- Barricades/Street Sweeping
- Street Sign Maintenance
- Traffic Light Maintenance/Repairs
- Dead Animal in Right-of-Way Complaints
- Traffic Calming Applications

Utility Billing
Rob Hogan, Utility Billing Manager
rhogan@woodstockga.gov
 770 592-6006 or x-1708

Woodstock Annex – 12453 Highway 92

- Billing & Collections of W/S Utility

Jeb Kehres, Utility Billing Field Supervisor

- Meter Installation/Repairs

Wastewater Treatment Plant
Paul Bechtold, WWTP Superintendent
pbechtold@woodstockga.gov
 770 924-7802 or x-1725
228 Arnold Mill Road, Woodstock, GA 30188

- Oversees Wastewater Plant Operations

Water/Sewer Maintenance
**Robert “Opie” Mull, W/S
Maintenance Supervisor**
rmull@woodstockga.gov
 770 926-7616 or x-1175

210 Bell Place, Woodstock, GA 30188

- Water/Sewer Line Repairs
- Manhole Repairs
- Pump Station Operations/Maintenance
- Water/Sewer Inspections





The City of Woodstock is extremely conscious of the safety of our employees and the citizens of our community. As an employer, we recognize our obligation to ensure the safest

possible work place for our employees. As a governmental entity, we recognize our responsibility to provide a safe environment for the public we serve.

It is our belief that most accidents are preventable. In accordance with this belief, we have allocated resources to administer an aggressive loss control program in our municipality.

Each department head is responsible and will be held accountable for the loss control performance within his or her department. Our Risk Manager, Tracie Barnes, has been assigned to coordinate our overall loss control program. The Risk Manager, however, is not responsible for the line functions which are that of department heads and supervisors. It is expected that department heads will complement the effort of the Risk Manager to reduce accidents and provide for the safety of the public. These loss control and safety responsibilities are continuous and equal in importance with all other operational considerations.

All employees are responsible for cooperating with and supporting our loss control and safety program activities and objectives. **All employees are expected to adopt the concept that the safe way to perform a task is the most efficient and only acceptable way to perform a task.** Loss control and safety is every employee's responsibility. Only with your help can we continue to maintain a safe environment for both our employees and the citizens we serve.



WORDS TO LIVE BY.....

THE EMPLOYEE SAFETY POLICY IS AVAILABLE ONLINE – Council Policy Manual CPM #500-0002

<http://www.woodstockga.gov/DocumentCenter/Home/View/1695> - **READ IT!**

THE CITY WILL PROVIDE YOU WITH THE PROPER SAFETY EQUIPMENT TO DO YOUR JOB – **USE IT!**

IF YOU EVER FEEL UNCOMFORTABLE WITH A TASK YOU ARE BEING ASKED TO DO – **REFUTE IT!** (Don't be afraid to point out safety concerns and/or suggestions – the life you save could be your own!)

EMPLOYEES ARE THE EYES AND THE EARS OF THE CITY. IF YOU SEE SOMETHING WRONG – **SHARE IT!** (Immediately report anything that could be unsafe or is just out of the ordinary to a Supervisor, Department Director or Human Resources., From a fellow employee who appears to be intoxicated, to a manhole cover that is missing to squeaky brakes on a City vehicle – EVERYTHING MATTERS.

IF YOU OR SOMEONE AROUND YOU GETS INJURED, IS IMPAIRED FOR WHATEVER REASON OR

IF YOU HAVE AN OPPORTUNITY TO CORRECT A POTENTIAL SAFETY HAZARD SAFELY– **CORRECT IT!** (Examples: Water on the floor? Wipe it up. A doormat tangled up? Untangle it. An outside door left ajar? Close it. A water hose left on and it's going to freeze overnight? Turn it off!

IF YOU'VE BEEN GIVEN A TASK THAT WILL TAKE 2 HOURS TO DO THE SAFE WAY AND 30 MINUTES TO DO THE UNSAFE WAY – **DO IT SAFELY!!!** (Why risk not ever seeing your family again when the job pays the same no matter how much time it takes?)

IF YOU ARE EVER IN DOUBT OF WHAT TO DO OR HOW TO DO IT, CONTACT ANY SUPERVISOR, DEPARTMENT DIRECTOR OR HUMAN RESOURCES! WE ARE HERE TO HELP YOU!!!!

NOT FOLLOWING SAFETY PROCEDURES CAN COST YOU YOUR JOB OR YOUR LIFE!

ACRONYMS TO KNOW

The **Atlanta Regional Commission (ARC)** is the regional planning and intergovernmental coordination agency for the 10-county area including Cherokee County. (404) 463-3100 · www.atlantaregional.com

The **Georgia Department of Community Affairs (DCA)** operates a host of state and federal grant programs; serves as the state's lead agency in housing finance and development; promulgates building codes to be adopted by local governments; provides comprehensive planning, technical and research assistance to local governments; and serves as the lead agency for the state's solid waste reduction efforts. DCA coordinates a variety of economic incentives and tools, tax credits, and financing plans and works with and supports a variety of other state and local agencies, including the Georgia Department of Economic Development (GDEcD) in their mission to promote economic development in Georgia. DCA economic development finance programs include One Georgia Authority funds and programs, the Regional Economic Business Assistance program, the Georgia Business Expansion and Support Act income tax credit programs and many others. (478) 374-6961 www.dca.state.ga.us

The **Georgia Department of Revenue (DOR)** is the principal tax collection agency for the State of Georgia for individuals, businesses, motor vehicles, non-profit exemptions, alcohol, firearms and tobacco, property taxes, sales tax, etc. <http://etax.dor.ga.gov>

The **Environmental Protection Division (EPD)** is a division of the Department of Natural Resources, Georgia's environmental protection and regulatory agency. They govern the safety of our water, air and land resources. Stormwater, Building, Community Development, Wastewater and Water/Sewer, Fire, Administration, City Clerk and Utility Billing all work with EPD/DNR. 404 363-7000 www.gaepd.org or www.gadnr.org

The **Federal Emergency Management Agency (FEMA)** is a disaster mitigation, preparedness, response, recovery, education, and references. www.fema.gov

The **Georgia Department of Transportation (GDOT)** is a group of motivated professionals working to maintain safety on our roadways and to relieve congestion on our interstates. www.dot.ga.gov

The **Georgia Emergency Management Agency (GEMA)** is our Homeland Security for the State of Georgia and deals with disaster mitigation, preparedness, response, recovery, education, and references in conjunction with local, state and federal officials, law enforcement and emergency management agencies. www.gema.state.ga.us/

The **Georgia Municipal Association (GMA)** is a legislative advocate that acts on the behalf of all the Cities in Georgia to ensure that our rights are protected. They also provide valuable resources to local governments pertaining to ordinances, policies, cost saving programs, insurance, retirement, etc. They work together with other State and Federal entities to keep cities abreast of changes in laws and unfunded mandates that could affect us. (404) 688-0472 www.gmanet.com

The **United States Army Corps of Engineers (USACE)**, also sometimes shortened to **COE** is a U.S. federal agency under the Department of Defense and a major Army command made up of some 36,500 civilian and military personnel, making it the world's largest public engineering, design, and construction management agency. Although generally associated with dams, canals and flood protection in the United States, USACE is involved in a wide range of public works throughout the world. The Corps of Engineers provides outdoor recreation opportunities to the public, and provides 24% of U.S. hydropower capacity.

Olde Rope Mill Park is an example of Corp of Engineer property that the City leases for public park/trail use. www.usace.army.mil/contact.aspx

The **Georgia Government Transparency and Campaign Finance Commission (formerly known as the State Ethics Commission (SEC))** is the official website for candidates and elected officials to file their campaign contribution and financial disclosure reports. <http://ethics.ga.gov/>

The **Georgia Secretary of State's Office (SOS)** is a resource for County, State and Federal Elections, Corporations, Professional Licensing, Voter Registration, Archives, and the State Capitol. www.sos.georgia.gov/

OTHER ACRONYMS OF IMPORTANCE

BOC: Cherokee County Board of Commissioners www.cherokeega.com

BOE: Cherokee County Board of Education www.cherokee.k12.ga.us

DDA: Downtown Development Authority (Brian Stockton, Director) www.mainstreetwoodstock.org

DOL: Department of Labor www.dol.gov

CCWSA: Cherokee County Water and Sewer Authority www.ccwsa.com

CVB: Convention & Visitors Bureau (Brian Stockton, Director) www.whatsupwoodstock.com

FLSA: Fair Labor Standards Act is a federal labor law of general and nationwide application, including Overtime, Minimum Wages, Child Labor Protections, and the Equal Pay Act. www.dol.gov

FMLA: Family Medical Leave Act

TAD: Tax Allocation District. Georgia's Redevelopment Powers Law, adopted by the General Assembly in 1985, gave local governments the authority to sell bonds to finance infrastructure and other redevelopment costs within a specifically defined area (a TAD). The bonds are secured by a "tax allocation increment," which is the increase in property tax revenues resulting from the redevelopment activities taking place within the tax allocation district. Tax increment financing allows cities to charge the costs of constructing public facilities and infrastructure to be charged directly to the businesses that use them rather than the public at large. In return, the businesses benefit from the construction of facilities that might not otherwise be available to them.

URA: Urban Redevelopment Area (as Part of the Urban Redevelopment Plan for the City of Woodstock, Georgia.) The Downtown Woodstock Urban Redevelopment Plan represents a vision and plan for the redevelopment of select parcels and properties within the Downtown Woodstock area. Woodstock has experienced a growth rate of over 60% in the past 10 years. While this growth provides many economic opportunities, the city is concerned with the continued preservation of its small-town atmosphere and quality of life.

A lack of investment in the Downtown Woodstock area through the 1990's began to turn around through significant redevelopment projects and interest following the establishment of the area as a Livable Center Community in 2002 and a modern mixed-use zoning code adopted in 2005. In addition to private investment, the City is continuing to proactively plan for the physical development of the downtown area in a manner that is respectful of the City's sense of history and identity.

SPLOST: Special Purpose Local Option Sales Tax

1% Sales Tax Imposed and Divided Among Cherokee County and Its Cities for Road Improvements, Buildings, Equipment, Land. Voted on by the Citizens every 6 years.

COMMUNICATION IS**TO OUR SUCCESS!****ANNUAL NEWSLETTER: Mailed out Monthly to Citizens and Posted to Website****COW EMPLOYEE MOOSLETTER (Monthly)**

The Employee MOOSletter is done monthly and is an internal publication emailed to to employees only. It is also available on the ADP Web Portal.

- Employee Birthdays, Anniversaries, Special Announcements, Thoughts/Prayers
- Employee Spotlight
- Information Technology Reminders, Updates
- Human Resource Reminders, Updates
- Special Awards, Promotions for Employees
- Events and Happenings
- Recipe of the Month
- Sustainability and Safety Tips/Reminders
- Training/Seminar Opportunities

EMAIL NOTIFICATIONS

- Special Weather Alerts, Closings, Road Closings

MINUTES, AGENDAS, VIDEOS OF THE MEETINGS OF THE MAYOR AND COUNCIL AND PLANNING COMMISSION.

- **AGENDAS:** The full agenda packet with backup material is available online for both Planning Commission and the Mayor and Council meetings. Emails are sent to employees and the public letting them know when the agenda has been posted for Council Meetings.
- **MINUTES:** Minutes from the meetings documenting actions taken are available within 72 hours of the meeting and drafts of the Mayor and Council meeting minutes are emailed to employees within that time frame. Minutes are not approved and finalized until the following meeting at which time they are posted to the Meeting Web Portal.
- **VIDEOS** of the meetings are posted to the website within four hours of the close of meetings or you can watch the meetings live from your home or phone. You can visit the meeting web portal at any time at <http://www.woodstockga.iqm2.com>

TOWNE HALL NEWSLETTER (Monthly)

This newsletter is emailed monthly to both employees and citizens and is available on our City Website under “Living” Tab – “City Newsletter” – “Towne Hall News”.

- Upcoming Events/Volunteer Opportunities
- Important Alerts/Reminders/Updates for Citizens
- Services/Classes/Programs Offered by the City
- Stormwater Education

WEBSITE: <http://www.woodstockga.gov>

Elected Officials, Elections, Events, Departments, Resources, Policies, Ordinances, Contacts, Fee Schedule, News Flash, Events Calendar, Meetings, etc.

WOODSTOCK ENCOURAGES RESIDENTS, EMPLOYEES AND BUSINESSES TO STAY CONNECTED

FACEBOOK

City of Woodstock: <https://www.facebook.com/WOODSTOCKGAGOV>

Woodstock Fire: <https://www.facebook.com/woodstockfireandrescue>

Woodstock Main Street <https://www.facebook.com/MainStreetWoodstock>

Woodstock Parks and Recreation <https://www.facebook.com/woodstockparks>

Woodstock Police: <https://www.facebook.com/woodstockpolicegeorgia>

Woofstock Dog Park: <https://www.facebook.com/woofstockpark>

TWITTER

www.twitter.com/woodstockpd

www.twitter.com/woodstockfd

www.twitter.com/woodstockparks

Nation of Neighbors is quickly gaining membership. This is an online neighborhood watch and reporting website that we are asking every citizen and business owner to join and help us to make our community a safe place to live work and play. Sign up today at <http://www.nationofneighbors.com>.



NIXLE www.nixle.com You can sign up for City of Woodstock and Cherokee County Sheriff Department's alerts, advisories and community notifications via this website.

<http://www.cherokeega-sheriff.org> Ever wanted to know if there are any registered sex offenders in your neighborhood? Go to the Cherokee County Sheriff's Department's website and click on "Georgia Sexual Offender Registry" then click on "Register for Email Alerts" for updates.

Cherokee County Emergency Management

www.cherokeega-ema.org

WHO ARE OUR CUSTOMERS? **EVERYONE!** Fellow

Co-Workers, Elected Officials, The Judge/Solicitors/Court Staff; John Q Citizen, Business Owners, the cashier at Publix, those you speak with on the phone, via email, social media and via cyberspace and those 40,000 plus who pass/travel through or visit our City daily. **Everyone** you come into contact with during personally and verbally and via cyberspace is your customer. Treat them how you would like to be treated.

DO TAXPAYERS PAY OUR SALARY? Technically, yes they do. As public servants we work for the public. Whether or not they directly pay our salary really doesn't matter. We are here to help, protect and serve.

WHAT AUTHORITY DO THE MAYOR AND COUNCIL HAVE? As a body, they have full authority. A majority vote is needed to pass ordinances, policies, or to give direction. That means four of the six Council Members must vote in the affirmative. The Mayor can break a tie vote.

So, if one Council Member or the Mayor directs you to personally perform a task that you are not comfortable with or that has not been assigned to you by your supervisor/department director. Be polite and let them know that you will have to get permission/direction from your department director first.

WHAT IF THE ANSWER IS NO? Being a Public Servant doesn't mean being a door mat and sometimes the answer is going to be "no". Be polite and explain the reason behind your answer. If you can't make them understand, don't argue, just listen and then excuse yourself from the conversation. Remember, they are not mad at you, just frustrated or angry because of your answer. Sometimes it is a good idea to follow up in writing to make sure they understand your answer.

WHAT IF I DON'T KNOW THE ANSWER? You cannot possibly know the answer to every question or problem that arises. But you can familiarize yourself with where to direct your customers to find the right answers. Get to know your other departments, other government entities and the services they provide. Point people to the right phone numbers and websites. Your assistance goes a long way in making the City a great place to live, work and play.

REPRESENTING THE CITY. Anytime you answer your City cell phone, City telephone, are behind the wheel of a City vehicle; have a City shirt, hat, jacket, uniform, patch or name badge on, or anytime you are attending a training, gathering, event/ceremony or function on behalf of the City of Woodstock or if you are simply "on the clock" **YOU ARE REPRESENTING THE CITY OF WOODSTOCK, GEORGIA.**

Your actions and your attitude MATTER!!!!
Make good choices and represent our
CITY OF WOODSTOCK, GEORGIA well!

CHEROKEE COUNTY www.cherokeega.com 678 493-60001130 Bluffs Parkway, Canton, Georgia 30114

If you are a City of Woodstock resident, you are a Cherokee County resident and are afforded the same rights and responsibilities as someone who lives in the unincorporated part of Cherokee County.

SERVICES PROVIDED BY CHEROKEE COUNTY

Animal Control: Cherokee County provides animal control services for all the Cities in Cherokee County and the unincorporated areas via a Joint Animal Control Ordinance. However, our Public Works Department will pick up and dispose of dead animals located on City streets. **678 493-6200**

Environmental Health: 770 479-0444

Probate Office: Marriage Licenses, Gun Permits, Wills, etc. **678 493-6160**

Property Tax Assessments: Cherokee County performs property tax assessments for City residents. The City currently performs their own property taxes and stormwater billing & collections. The CC Tax Assessor's Office is **678 493-6120**.

Sheriff's Department: The Cherokee County Sheriff's Office runs the County jail (Cherokee County Adult Detention Center) where we have an agreement with them to house our prisoners as well as the Cherokee County Dispatch Office that dispatches our 911 calls. The Sheriff's Department will also do fingerprinting which our Police/Records office no longer does. The Sheriff is Roger Garrison – **678 493-4100**. www.cherokeega-sheriff.org

Soil Conservation: 770 479-0517

Superior Court Clerk: Including Notary Services, Deeds, Court Records, Name Changes, and Passport Services. **678 493-6511; 678 493-6535**

Tags/Titles: The Cherokee County Tax Commissioner has a tag/title office located on Towne Lake Parkway within the City limits of Woodstock next to the Waffle House.

Voter Registration/Elections Office: 770 479-0407 <http://voter.cherokeega.com>

Cherokee County Board of Commissioners
678 493-6000

County Manager: Jerry Cooper
jcooper@cherokeega.com

District 1 Commissioner, Harry Johnston: hjohnston@cherokeega.com

District 2 Commissioner, Raymond Gunnin: rgunnin@cherokeega.com

Chairman L.B. Ahrens: lbahrens@cherokeega.com

District 3 Commissioner, Brian Poole: bpooles@cherokeega.com

District 4 Commissioner, Jason Nelms: jnelms@cherokeega.com

List of State Agencies: <http://georgia.gov/agency-list>

Governor Nathan Deal – <http://gov.georgia.gov>



After four decades of service as a prosecutor, judge, state senator and U.S. congressman, Nathan Deal took office as governor in January 2011. Aiming to position Georgia as the country's leader for business, Governor Deal has launched the Competitiveness Initiative, pushed tax code reform and recruited businesses from all sectors to spur job growth. In his first term, he's also encouraged innovation in school systems, worked to shore up funding for the HOPE and Medicaid programs, and supported reform in the criminal justice system that promises both cost savings and better care for inmates.

Lieutenant Governor - Casey Cagle <http://www.ltgov.georgia.gov>

Georgia House of Representatives



The House of Representatives consists of 180 members from regions around the state. Each January the House convenes to set an annual operating budget, amend the prior year's budget and craft laws to address issues ranging from education reform to transportation investment.

Michael Caldwell, District 20

Scot Turner, District 21

Capitol Address

512-H Coverdell Legislative Office Bldg.

Atlanta, GA 30334

404.656.7859 - Office

Michael.caldwell@house.ga.gov

Capitol Address

611-G Coverdell Legislative Office Building

Atlanta, GA 30334

404.656.0314 – Office

scot.turner@house.ga.gov

Georgia Senate



Each January, 56 senators meet to set an annual operating budget, amend the current year's budget and craft laws that range from promoting business to keeping health care spending in check.

Senator Brandon Beach, District 21

Capitol Office

303-B Coverdell Legislative Office Bldg. Atlanta, GA 30334

Phone: (404) 463-1378 Fax: (404) 463-1386

Brandon.beach@senate.ga.gov

Attorney General - Sam Olens <http://www.law.ga.gov>

Secretary of State - Brian P. Kemp <http://www.sos.georgia.gov>

Congressman – Phil Gingrey, District 11

<http://www.gingrey.house.gov>

2013 Mayor and Council Vision, Goals and Priorities

As Set by the Mayor and Council Annually at the Planning Retreat

VISION

WOODSTOCK IS A SUSTAINABLE CITY WITH HOMETOWN PRIDE. OUR CITY IS A COMMUNITY FOR A LIFETIME WITH 1st CLASS NEIGHBORHOODS, A VIBRANT DOWNTOWN AND NATURAL AND DESIGNED BEAUTY. OUR RESIDENTS ENJOY CONVENIENT LIVING AND ACTIVE LIFESTYLES. "EXPERIENCE WOODSTOCK....HER HERITAGE...HER VISION."

GOALS

- **Improve Mobility for Residents**
- **Expand Commerce by Making Woodstock More Attractive for Diversified Professional Employment Opportunities**
- **Maintain the City as an Effective, Efficient and Financially Responsible Organization**
- **Maintain Downtown as the Heart of our Woodstock Community**
- **Plan for and Maintain First Class, Sustainable Neighborhoods**
- **Focus on the Health, Development and Redevelopment of Commercial Corridors within the City**

2013 Top Priorities

Phase 1 Arnold Mill/Towne Lake Parkway Widening

Grid Network

Greenprints

Water Wells

Municipal Court Jurisdiction

3rd Fire Station Location

Annexation of Woodstock Middle and High School

2013 High Priorities

Sidewalk Implementation Plan

Amphitheatre

Define Neese Rd Improvements

Parking Plan for Downtown/Sign Implementation Plan

Modification to Bldg B

Network Connectivity Speed

